

Community Outreach Intern

Crissy Field Center

National Park Service
U.S. Department of the Interior

Volunteers-In-Parks
Golden Gate National Recreation Area



The Crissy Field Center, located along the San Francisco waterfront, serves as a hub for multi-cultural community-based programming in the Golden Gate National Parks. The Center features state of the art science, art and multi-media labs which provide unique and unusual learning opportunities which place the Center is at the forefront of interactive programming in the National Park system.

Job Title	Community Outreach Intern	
Location	Crissy Field Center	
Hours per month	40 hours per week, up to 6 month time commitment	
Description of Duties	The Community Outreach Intern will report directly to the Community Outreach Coordinator at the Crissy Field Center. The Intern will be responsible for developing, implementing and facilitating programs off park site as well as within the park, primarily around Crissy Field, and in the Center Labs. The intern will present programming to school groups, community groups (all ages), and the general public, and promote the park and Center at community sponsored events. He/She will also collaborate with other interns, Park Rangers and Center staff to accomplish their duties.	
Responsibilities	<ul style="list-style-type: none">• Assist the Outreach Coordinator in program development• Conduct environmental education programs for diverse audiences• Lead naturalist programs within the park• Collaborate with the other CFC Interns in program development and delivery• Design and produce visual aids, handouts and brochures.• Maintain Outreach supplies and equipment including ordering, organizing and tracking supplies	<ul style="list-style-type: none">• Oversee registration for community events• Maintain Outreach statistics database• Maintain Outreach contacts database• Assist in evaluating and assessing outreach programs and program needs• Attend tabling events• Attend staff meetings and training sessions as required• Other Outreach duties as assigned• Must work weekends
Knowledge/Skills Desired	<ul style="list-style-type: none">• Experience teaching and leading groups.• Well developed interpersonal skills and the ability to work with many types of people.• Strong written and verbal communication skills.• Very responsible and organized with an attention to detail.• Able to work both independently and as part of a team.	<ul style="list-style-type: none">• Energetic and self-motivated, able to take initiative and recognize what needs to be done.• Computer proficiency in Microsoft Word and Excel.• Interest in working in environmental education or in environmental issues, including the urban environment and environmental justice• Valid Drivers License• Ability to work evenings and weekends• Ability to speak Spanish or Cantonese a plus.

Application Information:
GGNRA VIP Manager
(415) 561-4755
or
www.volunteer.gov/gov

